



State of New Hampshire

DIVISION OF PERSONNEL
Department of Administrative Services
State House Annex – 25 Capitol Street
Concord, New Hampshire 03301

DONALD S. HILL
Commissioner
(603) 271-3201

KAREN A. LEVCHUK
Director
(603) 271-3261

INSTRUCTIONS FOR COMPLETING A REGISTER

DATE: _____

TO: _____

FROM: Denise Liouzis
Human Resources Assistant

DATE OF AGENCY REQUEST: _____ GEOGRAPHIC AREA: _____

REGISTER(S) REQUESTED/POS #: _____

1. Please photocopy applications and **return originals as soon as possible** as other agencies simultaneously request the same register and applications.
2. Identify your method of contacting candidates and the results on the register printout by using the codes listed below. **A RESULT CODE and a CONTACT CODE must be written beside each candidate's name under the appropriate columns on the printout.** Definitions of result and contact codes are listed on the reverse side of this memo. Your input and written result codes are vital to keeping registers up-to-date and accurate, so that the names we provide to state agencies in the future are helpful in filling vacancies. **When sending a letter to a candidate or leaving a telephone message, indicate that failure to respond will result in removal of the candidate's name from the register.**

RESULT CODES

SelectedS
Declined Offer of Employment....D
Failed to RespondFR
Not SelectedNS
Declined Interview.....NS
Not Contacted.....NC
Unable to Contact.....UC

CONTACT CODES

Telephone.....T
Letter.....L
Interview.....I
Other.....O

3. Sign this form below and return with the coded register printout. If you need to retain this register for an extended period of time or have any questions, please contact me at 271-1435. Thank you for your continued cooperation.

The attached Register Printout has been reviewed. Contact Codes and Result Codes have been written on the printout in accordance with instructions.

Signature
Human Resources Representative

Agency

Date

Rev. 9/16/02

RESULT CODE DEFINITIONS

- (S) **SELECTED:** A candidate who is interviewed and selected to fill the position. Use with "I" contact code to indicate that an interview did take place.
- (D) **DECLINED OFFER OF EMPLOYMENT:** A candidate who declines a direct offer of employment. Use with "I" contact code.
- (FR) **FAILED TO RESPOND:** A candidate who does not respond to the agency's attempt to contact him/her by telephone message or letter and is also aware that not responding will result in removal from the register. Use with "T" or "L" contact code (Telephone or Letter) to indicate method of contact used.
- (NS) **NOT SELECTED / DECLINED INTERVIEW:** A candidate who was:
- 1) interviewed and not selected to fill the position;
 - 2) interviewed previously for the same class title, not selected, and the agency does not wish to reconsider the candidate;
 - 3) contacted by letter or telephone and responded that he/she was not interested in interviewing for the position; or
 - 4) contacted by telephone and the agency determined that the candidate does not possess the skills and/or experience specific to the position.
- Use with "I", "T" or "L" contact code to indicate method of contact used.
- (NC) **NOT CONTACTED:** A candidate who was not contacted because a review of his/her application determined that the candidate does not possess the skills and/or experience specific to the position.
- (UC) **UNABLE TO CONTACT:** A candidate who the agency is unable to contact due to insufficient or outdated information. Use with "T" or "L" contact code to indicate method of contact used.

CONTACT CODE DEFINITIONS

- (T) **TELEPHONE:** A telephone conversation between the candidate and the agency regarding the position, or an attempt to contact the candidate by telephone.
- (L) **LETTER:** A letter generated to the candidate by the agency regarding the position.
- (I) **INTERVIEW:** A face-to-face evaluation of a candidate by the agency.
- (O) **OTHER:** A reason for not contacting or not selecting a candidate when there is no other code which applies.



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REGISTER REQUEST FORM

KAREN A. LEVCHUK
Director
(603) 271-3261

DATE: _____

TO: Denise Liouzis
Human Resources Assistant

FROM: _____

CLASS TITLE: _____ POSITION NUMBER(S): _____

Please send the register of eligible candidates for the above class title. The Master Employee Lay-off List has been reviewed and we have completed the in-house posting process.

Information regarding our vacant position(s) is as follows:

Department/Division: _____ Department No.: _____

Geographic Area(s): _____

Number of positions to be filled: _____

_____ Permanent _____ Full Time _____ Temporary _____ Part Time **

Signature of Appointing Authority or Designee: _____

** Agencies are not required to utilize the register for part-time positions.

Rev. 9/16/02